

DWD Issuance 26-2008, Attachment 1, Section 1
CAP Temporary Assistance (TA) Data Flow and Report Impact

Description

Data is sent from the Family Support Division (FSD) to the Division of Workforce Development (DWD) and from DWD to FSD. The following files are sent between DWD and FSD:

- A nightly file is automatically sent from FAMIS to Toolbox 2.0 which includes referrals, updates, and closings
- A nightly file is automatically sent from Toolbox 2.0 to FAMIS with alerts
- A monthly file is sent from DWD to FSD with actual hours for component activities
- A quarterly file is sent from DWD to FSD with Transportation Related Expense (TRE) / Work Related Expense (WRE) payments
- A monthly file is sent from FSD to DWD with current “status” of all records
- A monthly file is sent from FSD to DWD with the federal work participation rate data report to the Department of Health and Human Services (HHS)

Nightly Files

FAMIS sends nightly updates to Toolbox 2.0 including: referrals, work status updates, parent type updates, address updates, and closings.

Toolbox 2.0 sends applicant and recipient alerts to FAMIS on a nightly basis. (See alert policies for further details.)

Note: Work activity or temporary waiver information is NOT transmitted to FAMIS on a nightly basis. Therefore, a local FSD eligibility specialist will not know what work activity a CAP participant is engaged in or if they have been temporarily waived from participation unless the CAP case manager or the participant tells them.

Work Participation Rate File

DWD sends a file to FSD at the end of each month (or the first of the following month if the end date is on a weekend) with all services and their corresponding actual hours, excused absences, and holidays for all previous months so FSD can calculate the federal work participation rate. The work activity information must be recorded in Toolbox 2.0 by the 20th of the month following the report month.

Upon receipt of the file, Family Support Division (FSD) “reads” the work activity data for the previous month and the current month. The work activity data is analyzed for the previous and current month (for example, a file received by March 1st will be used to analyze the final work participation for January; and a preliminary work participation analysis for February). This analysis allows all recorded work activities for the previous month to be accounted for and to have a preliminary assessment of the current month.

The work participation data is reported to the Department of Health and Human Services (HHS) on a quarterly basis and is required to be sent to HHS within 45 days after quarter ends. FSD completes the final work participation rate data for the quarter approximately 35 days after the quarter ends; therefore, if the actual hours weren’t recorded or weren’t recorded correctly, adjustments can still be made.

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Following is the timeline for submitting the quarterly files:

- 1st Quarter: October – December is submitted to HHS by February 15th using data available as of January 31.
- 2nd Quarter: January – March is submitted to HHS by May 15th using data available as of April 30.
- 3rd Quarter: April – June is submitted to HHS by August 15th using data available as of July 31.
- 4th Quarter: July – September is submitted to HHS by November 15th using data available as of October 31.

FSD has the option to “rerun” the work activity data at the end of the program year (September 30th) prior to “final submission”; therefore if the actual hours weren't recorded, or weren't recorded correctly, adjustments can be made.

The following information is sent in the file for each recipient within Toolbox 2.0:

- Name
- Social Security Number
- Departmental Client Number (DCN)
- Temporary Waiver Reason
- Work Activity (Including assessment and conciliation)
- Number of hours participated in work activity for each day
- Excused absences
- Holidays
- Begin/end date of work activity
- Hourly wage if applicable

While DWD sends the social security number and DCN to FSD, FSD compiles the work participation rate data based on the DCN that is provided. Therefore, it is imperative all DCNs are correct, or, these hours will not be reported. All discrepancies in social security numbers and DCNs should be resolved immediately. If the discrepancy cannot be resolved, send an email to Central Office CAP staff through normal communication channels.

Prior to submission to the Department of Health and Human Services (HHS), FSD is tasked with verifying the data meets the federal guidelines and determining the work participation rate by:

- Calculating all activity hours for all activities.
- Verifying the average weekly required amount of hours is met.
- Allowing holidays/excused absences for unpaid activities.
- Disregarding holidays/excused absences if there are no unpaid activities.
- Determining if the time-limited activities met work participation, and if not, placing these hours in an “other category”.
- Determining if there is more than one of the same service for the same day, and if so, disregarding all hours for the first service entered.
- Determining if the hours for all activities exceed 15 hours for the day, and if so, disregarding all hours.

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Quarterly Transportation Related Expense (TRE)/Work Related Expense (WRE) Files

DWD sends a quarterly file to FSD for TRE/WRE payments. FSD sends this information to the Department of Health and Human Services (HHS) with the work participation rate data to indicate recipients who have received payments.

Below is the information included in the file:

- SSN
- DCN
- Payment date
- Payment amount
- Transportation Related Expense (TRE) / Work Related Expense (WRE)

Monthly Files sent from FSD to DWD

FSD sends DWD two monthly files. One is used to update record closings as a “clean-up.” The other file contains the data sent for federal reporting to HHS. DWD uses this file to create the “CAP Clients Required to be Served” and to update each recipient record in Toolbox 2.0 including:

- Region
- Name
- Address
- Birth date
- TANF Months Used
- TANF/Food Stamp amounts
- Child under 6
- Receiving federally funded childcare
- Hours achieved for work participation rate purposes
- Job search/job readiness hours used
- Vocational Education months used
- Excused absences/holidays used

Note: When the above data is loaded into Toolbox 2.0, it should be noted there will be at least a 6 week lag since the above data can't be determined until all actual hours are entered.